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ROUTING AND TRANSMITTAL SLIP

11 Dec 81

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As Requested	For Correction	Prepare Reply
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Comment	Investigate	Signature
Coordination	Justify	

REMARKS

John,

Per your request. Note especially pages 31 through 35 which deal specifically with the subject you were interested in - Travel Authorization.

As can be seen, there are a lot of good ideas in attached which we hope to introduce for TPC/Agency consideration.

1330

11 Dec 81

GE-29
Note - pls call for pickup

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Transportation

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Administration | Utilities Service Washington, DC 20406

DD/A Registry

87-0005

DD/A REGISTRY

FILE: *Grant 6*

JAN 20 1990

Mr. Donald Wortman
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Wortman:

The General Services Administration (GSA) is continually striving to strengthen communication links with the agencies it serves. To this end, the Office of Transportation and Travel Management is committed to disseminating travel information to a broad range of personnel echelons that influence or are affected by changes in travel policy and programs. This includes senior managers as well as individual members of the Interagency Committee on Travel Management.

GSA convened a meeting of the Interagency Travel Management Committee on Wednesday morning, November 12, 1980. The agenda included presentation of a broad range of travel topics followed by question and answer periods that permitted lively discussion of issues.

Enclosed are detailed minutes of our last meeting, copies of hand-outs provided, and an attendance list. I think you will find this material interesting and informative. If I or members of my staff can be of further assistance, please contact us.

Sincerely yours,

ALLAN W. BERES
Commissioner

3 Enclosures

JAN 6 1991

Minutes of November 12, 1980, meeting of Interagency Committee on Travel Management

A meeting of the Interagency Committee on Travel Management was convened at 9:30 a.m., Wednesday, November 12, 1980, at the Chester A. Arthur Building, 425 Eye Street, NW, Washington, D.C. The meeting was chaired by Ivan Michael Schaeffer, Assistant Commissioner, Office of Transportation and Travel Management (TPUS), General Services Administration. Forty-eight people representing 35 agencies attended.

Mr. Schaeffer, in his opening remarks, indicated that GSA would continue to strengthen rapport and communication links with agencies by mailing detailed minutes of the committee meetings, including a list of attendees, to the Assistant Secretaries and high level managers. He then introduced the speakers and provided a synopsis of their discussion topics:

1. Bill McDade, Director, Federal Travel Management Division, Office of Transportation and Travel Management
 - a. Davis Agency International contractor airfares.
 - b. Hotel/motel directory project.
 - c. Federal Travel Regulations rewrite.
 - d. Relocation allowance revisions.

2. John Millington, Chief, Traffic Services and Assistance Branch, Transportation Management Division, Office of Transportation and Travel Management

Airline contract.

3. John Sandfort, Chief, Reports and Procedures Branch
Office of Transportation Audits

FPMR Temporary Regulation G-43 -- Use of cash in excess of \$100 for procurement of transportation services.

Mr. Schaeffer closed his remarks with a summary of the agenda items and turned the program over to John Millington for a discussion of GSA's second airline contract negotiation effort.

Mr. Millington in his opening statement expressed obvious pleasure over the success of GSA's first airline contract effort, despite the slightly rocky start that often accompanies a new undertaking. In the contract's first 3 months, 20,000 Federal employees used the contract airline services, resulting in a savings to the Government of \$800,000. GSA has profited from lessons learned in the initial undertaking and is including the following provisions in governing regulations (copy of draft temporary regulation enclosed) that will strengthen and improve the new expanded contract scheduled to become effective January 1, 1981.

2.

1. Carriers must publish schedules of city-pairs awarded in the Official Airline Guide (OAG).
2. Contract airline service shall be between the hours of 7:00 a.m., and 10:00 p.m. (local time).
3. Lower "me too" fares implemented by non-contract carriers after October 15, 1980, shall not be used. However, when the contract carrier offers a fare to the general public between the city-pairs which is lower than the fare offered under the contract, the ordering agency may elect to use such lower fare in lieu of the contract fare.
4. Nonmandatory users (Uniform members of the Public Health Service, National Oceanic and Atmospheric Administration, and the U.S. Coast Guard, the Judicial Branch of the Government, the U.S. Postal Service, Foreign Service Officers, cost reimbursable contractors, and any agency having independent statutory authority to prescribe travel allowances that is not subject to the provisions of 5 U.S.C. 5701-5709) may use any contract fare if the carrier permits.
5. Where contract carriers do not provide through service, the contract fares may be used with connecting flights, where feasible.
6. If contract carrier service is provided at different airports in the area, but still between the same city-pairs (example: Washington National, Dulles, Baltimore/Washington International), the one that results in the lowest overall cost, all factors considered, will be used.
7. Contract carrier use shall not be required if the flight schedule requires an additional overnight lodging expense.
8. A non-contract carrier may be used when, on the basis of a comparison of the total costs for each individual trip (using the standard class jet coach (Y class) fare in existence on October 15, 1980), it is less costly to the Government considering such factors as actual transportation costs, subsistence, allowable overtime, or lost productive time.
9. For comparison purposes, the October 15th lowest Y-class fare for a non-contract carrier will be published in the implementing regulations. Class of service codes will also be included in the implementing regulations.

GSA expects to distribute advance copies of the new regulations in December 1980.

In a question and answer period following Mr. Millington's presentation, the following points were discussed and/or clarified.

3.

1. GSA does not regulate penalties to be imposed on employees who willfully use other than contract carrier service. That is the agency's responsibility. If agencies do not impose penalties, they are in effect subverting the contract (see #2). Unless GSA can ensure use of contract carrier services, the carriers may refrain from bidding. Public Law 96-346 (September 10, 1980) requires GSA to report to Congress on agency travel practices; GSA will be examining agency use/nonuse of contract carrier services and reporting on travel abuses. Our first report for Fiscal Year 1979, due in February 1981, will be based on data developed by the OMB Travel Management Improvement Project Team.

2. At this time, imposition of monetary penalties for noncontract carrier use is not clearly legal. GSA will investigate the legality of imposing monetary penalties. One agency cited that they withhold payment on vouchers pending satisfactory explanation of why contract carrier service is not used.

3. GSA is negotiating for a monthly publication similar to the OAG listing Government contract airline scheduling information and carrier fares. Publication of the first guide is tentatively scheduled for February 1981.

4. GSA cannot force a contract carrier to alter its scheduling to accommodate Government travelers. We have been successful to the extent that the new contract provides for service between 7:00 a.m., and 10:00 p.m., and will continue to strive for increased improvement on specific heavily traveled routes.

5. For those employees covered by the Fair Labor Standards Act (FLSA), the new hours of service for airline contracts (7:00 a.m., and 10:00 p.m.) should help alleviate the incidence of employees having to travel on their own time.

Following this question and answer period on the airline contract, Mr. Schaeffer called upon Rill McDade, Director, Federal Travel Management Division, to report the status of several topics:

1. Davis Agency International Contractor Airfares

GSA issued a letter encouraging agencies to use the lower contractor airfares offered by the Davis Agency for international travel whenever possible. GSA has used Davis' service and saved the Government money. GSA would like feedback from other agencies regarding use and savings to assist in planning for expanded use of the Davis Agency program.

2. Hotel/Motel Directory Project

GSA's Atlanta Region initiated the pilot project resulting in GSA's first hotel/motel directory. The directory lists reduced lodgings rates GSA negotiated with individual lodgings establishments in the Southeast. Based on the success of this first effort, GSA is expanding the project to provide national coverage. The Atlanta Region is involved in new negotiations to increase the

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number of hotels/motels offering discount rates in the Southeast. GSA's other regions are also negotiating to obtain discounted lodgings rates in their respective geographical jurisdictions across the country. All data will be submitted to Central Office to be included in a national directory scheduled for publication by March 31, 1981.

3. Federal Travel Regulations Rewrite

GSA will incorporate all current supplemental provisions into one single publication to be reissued in March 1981.

4. Relocation Allowance Revisions

Proposed statutory changes have been submitted to OMB and forwarded by OMB to agencies for comment. It isn't possible to predict an implementation timetable at this point. The regulatory change provisions are being finalized now and will be implemented in 4 to 6 months. (A copy of the proposed statutory and regulatory changes is enclosed.)

The following additional information developed in a question and answer period following Mr. McDade's comments.

a. Use of lodging establishments offering discounted rates in GSA's forthcoming National Travel Directory will not be mandatory; GSA is providing this directory as a service to travelers. It is certainly incumbent upon agencies to encourage use of facilities listed in the directory whenever possible.

b. GSA will consider summarizing FTR provisions as a convenience to travelers, either in a newly issued pocket guide or as an inclusion in the OAG-type guide or the National Travel Directory.

c. GSA will not include copies of tax exemption certificates for lodging in the nationwide hotel/motel directory. We do, however, recommend that agencies encourage their employees to request tax exemption forms at lodging establishments to ascertain whether the tax exemption is allowed. (See fact sheet enclosure for clarification of this item.)

d. OPM proposed rulemaking (Federal Register 10-14-80, p.67669) would limit per diem for employees on an extended training assignment to 55 percent of the maximum per diem published in the FTR. If this regulation is approved, GSA will process the provisions for inclusion in the FTR.

Mr. Sandfort briefed attendees on a revision to FPMR Temporary Regulation G-43 published in the Federal Register effective August 26, 1980. The regulation currently permits Federal agency heads to authorize the use of cash for the procurement of emergency domestic passenger transportation services in excess of \$100 instead of using the U.S. Government Transportation Request (GTR). If

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approved, the proposed change would allow agency heads to redelegate their authority to a lower level.

Attendees were given an advance copy of the proposed regulation (copy enclosed) and were asked to comment by November 26, 1980. GSA expects to publish the final rule by March 1981. Agencies needing an exemption prior to March 1981 were instructed to write to GSA for approval.

IVAN MICHAEL SCHAEFFER
Assistant Commissioner
Office of Transportation
and Travel Management

3 Enclosures

ATTENDEES

<u>Agency</u>	<u>Name</u>
Agriculture, Department of	Sandra Kazimer Dave Lewis
CIA	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
Commerce, Department of	John Marrazzo
Defense, Department of	William F. Coakley
Education, Department of	Larry Miller
Energy, Department of	Cathy Cuning
EEOC	Willie King Sylvia A. Massie
Executive Office of the President(OA)	Paul Nabinett
Federal Election Committee	Larry D. McCoy
Federal Home Loan Bank Board	Shirley Hockensmith
GSA	Maria Walters Douglas Spradling
GAO	Judith Czarsty Harold T. Ownby
Health and Human Services	E. K. Goodnight D. D. Boldon
HUD	Alice Clark Delores Smith
Interior, Department of	H. L. Hiller
ICC	Ella B. Smith
Justice, Department of	Mark Rodeffer
Labor, Department of	Larry Jarl Robert G. Muhawieh

STAT

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<u>Agency</u>	<u>Name</u>
Land Managment, Bureau of	Stanley H. Kephart
NASA	Herbert F. Brooks Jay Taylor
National Endowment for the Arts	Robert C. Padgett
National Endowment for the Humanities	Shirley A. Ginyard Robert P. Stock
National Labor Relations Board	R. Beaudoin J. Stepien
National Science Foundation	Georgia Foster Leon R. Thomas
Nuclear Regulatory Commission	Thelma Frazier
Office of Personnel Management	Jacquelin May
Postal Service, U.S.	Bill Batterton
Securities and Exchange Commission	Bonnie Laraine Beard
Small Business Administration	Don Cheatham
Smithsonian	Ann Krafthofer Joyce O. McKinney
State, Department of	Alfred H. Neal, Jr. E. Parks Olmon
Transportation, Department of	Gwen Dawson
Treasury, Department of	Audrey H. Stanull
U.S. Courts, Administrative Office of	John R. Breslin
Veterans Administration	Henry Caplan

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November 12, 1980

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION A-

Purpose. This regulation prescribes policies, procedures, and requirements applicable to Federal agencies when scheduled airline passenger transportation service is needed for official travel between selected cities (city-pairs).

2. Effective date. This regulation is effective on January 1, 1981.
3. Expiration date. This regulation expires on January 1, 1982, unless sooner superseded or canceled.
4. Background.

a. The General Services Administration, Transportation and Public Utilities Service (TPUS), has increased the number of city-pairs and has expanded the scope of airline contracts with certificated air carriers to furnish air passenger transportation for official Government travel at reduced fares.

b. Except for the travel conditions indicated in paragraph 10b, the Government has agreed to place all of its official air travel with the contractor air carriers providing scheduled service between the city-pairs listed in Attachment A.

5. Scope.

a. This regulation applies to executive and other Federal agencies to the extent specified in the Federal Property and Administrative Services Act of 1949, as amended, and 5 U.S.C. 5701 et seq.

b. The Department of Defense (DOD) shall follow the procedures established in the Military Traffic Management Regulation, AR 55-355/NAVSUP 4600.70/MCO P4600.14A/DLAR 4500.3

c. Uniformed members of the Public Health Service, the National Oceanic and Atmospheric Administration; the U.S. Coast Guard; employees of the Judicial Branch of the Government; the U.S. Postal Service; Foreign Service Officers; cost reimbursable contractors working for the Government; and employees of any agency having independent statutory authority to prescribe travel allowances and who are not subject to 5 U.S.C. 5701-5709 are exempt from the mandatory use of this contract. However, all exempt personnel are authorized and encouraged to obtain contract services when acceptable to the contract airline.

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6. Applicability. The provisions of this Regulation apply to all official travel by air between the city-pairs listed in Attachment A.

7. Carrier requirements. The contractor shall not be required to furnish services if, at the time of the request for services, the scheduled aircraft is fully booked nor is the contractor required to furnish any additional aircraft to satisfy the transportation requirement. However, the contractor will provide the official Government traveler with the same services, including meals, as provided to its commercial passengers in scheduled jet coach service or better, subject to the rules and procedures published in the air carrier's tariffs on file with the Civil Aeronautics Board. The carrier will make reservations for Government travelers on the same basis as for regular coach service travelers and shall not in any manner discriminate in favor of the commercial traveler.

8. Procedures for obtaining service.

a. Contract air service shall be ordered by the issuance of Standard Form 1169 U.S. Government Transportation Request (GTR). If cash is used in the absence of a GTR under the provisions of FPMR 101-41.203-2, participating airline carriers may furnish contract fares at their options. If the contract carriers do not provide contract fares with the use of cash, the required service may be procured at the noncontract fare.

b. Agencies may obtain airline schedules and reservations for each specified city-pair at the individual airline telephone number(s) listed in Attachment A. When requesting reservations, the trip shall be identified as official Government business and the carrier's ticket agent shall be instructed to apply the appropriate contract fare. Agencies using teletype ticketing equipment should examine airline tickets to determine whether the correct contract fare has been applied. Improperly rated or fared tickets shall be canceled and new tickets shall be requested. Tickets picked up at airline ticket offices should be verified to ensure that the proper contract air class of service symbol is shown on the ticket.

c. When the contract carrier offers a fare to the general public between the city-pairs listed in the Attachment A which is lower than the contract fare, the ordering agency may elect to use such lower fare in lieu of the contract fare. These lower fares may be used provided they do not alter the relative position of the contractors with respect to priority of use.

d. Contract fares apply only between the cities named and are not applicable to or from intermediate points; however, the Government may use the contract fare in conjunction with other published fares, including other contract fares, to cities not listed in Attachment A. In these circumstances, the full lowest published fares which would otherwise be applicable to and/or from a noncontract city, will be added to the applicable contract fare. Under this provision, carriers will provide through ticketing and service.

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 e. Agencies shall request reservations from the carrier(s) offering the lowest contract fare for the appropriate city-pair as shown in Attachment A. If that carrier cannot provide the required service, the carrier(s) offering the next higher fare in progressive order, shall be used. For example, carriers A and B offer service at \$65.00 dollars and \$70.00 respectively. If carrier A cannot provide transportation service at \$65.00, carrier B will be requested to furnish service at \$70.00.

f. The use of connecting flights is encouraged where contract carriers do not provide through service and this connection produces lower transportation costs than direct flights using noncontract carriers. However, agencies are cautioned that lower transportation costs may be offset by increased travel costs, such as per diem, subsistence, allowable overtime, or lost productive time due to layovers. For example, if direct service from San Francisco, California to Washington, DC is available from a contract carrier, a noncontract carrier may be used to the closest connecting city offering service (i.e., Salt Lake City, Utah; Denver, Colorado; or Los Angeles, California); then using a contract carrier to Washington, DC. In these cases, when making reservations with a noncontract carrier, the ticket agent should be advised of the portion(s) of the trip that will be taken at the reduced contract fare.

e. If service by contract carriers is provided at different airports, but still between the same city-pair listed in Attachment A, the lowest overall cost, including the contract fare, lost productive time and ground transportation will determine which carrier will be used.

9. Class-of-service-identification. The contract air class of service designated by each contract as shown in Attachment A shall be shown on all Standard Forms 1169, U.S. Government Transportation Request, and airline tickets.

10. Airline-service-using-noncontract-carriers-instead-of-contract-carriers.

a. Heads of agencies may delegate authority to authorize or approve the use of noncontract air carriers when justified under the conditions listed in paragraph b, below. This authority shall be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances of the travel assignment and to ensure compliance with this regulation.

b. Justification for the use of air carriers other than those shown in Attachment A is limited to the following conditions which shall be certified on individual travel orders or vouchers by the authorizing official:

(1) Airline seating capacity on any scheduled flight of the contract carrier is not available in sufficient time to accomplish the purpose of the travel or use of carrier's flight schedule would require additional overnight lodging;

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(2) The scheduled flight of the contract carrier must be compatible with the agency policies and practices regarding travel during regularly scheduled work hours. (For further information see the Federal Personnel Manual, Supplement 990-2);

(3) On the basis of a comparison of total costs for each individual trip, the use of a standard class jet coach (Y class) airline fare in existence on October 15, 1980, is less costly to the Government considering such factors as actual transportation cost, subsistence, allowable overtime, or lost productive time; or

(4) Exigency or other requirements of the mission require the use of another airline carrier or mode of transportation.

11. Collective agreements. This regulation shall not be interpreted to render null and void any valid, negotiated agreement between management and a union covering any provision of employee travel in effect on the effective date of this regulation. Upon the expiration of agreements exempted hereunder, the provisions of this regulation shall apply.

12. Comments. Comments and recommendations concerning the use of this regulation and its provisions may be submitted to the General Services Administration, Office of Transportation and Travel Management (TT), Washington, DC 20406.

13. Cancellation. FPMR Temporary Regulation A-15, dated June 30, 1980, is canceled.

City-Pair	Lowest Standard "Y Class Jet Coach Fare (as-of-Oct.-15,-1980).....	Contract Fare and Airline- (see-note)		Class of Service-
Washington/Chicago	xxx	xxx	NW	YDG
		xxx	ML	Y2
		xxx	AB	
Detroit/Chicago	xxx	xx	AB	YDG
		xx	CD	YDG

Note: Service shall be requested first from the carrier offering the lowest fare; then, the next lowest fare, etc.

This attachment is for format purposes of illustration, entries will be changed pending contract award.

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GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION A-

TO: Heads of Federal Agencies

SUBJECT: Use of contract airline service between selected city-pairs

1. Purpose. This regulation prescribes policies, procedures, and requirements applicable to Federal agencies when scheduled airline passenger transportation service is needed for official travel between selected cities (city-pairs).
2. Effective date. This regulation is effective on January 1, 1981.
3. Expiration date. This regulation expires on January 1, 1982, unless superseded or canceled.
4. Background.
 - a. The General Services Administration, Transportation and Public Utilities Service (TPUS), has increased the number of city-pairs and has expanded the scope of airline contracts with certificated air carriers to furnish air passenger transportation for official Government travel at reduced fares.
 - b. Except for the travel conditions indicated in paragraph 10b, the Government has agreed to place all of its official air travel with the contractor air carriers providing scheduled service between the city-pairs listed in attachment A.
5. Scope.
 - a. This regulation applies to executive and other Federal agencies to the extent specified in the Federal Property and Administrative Services Act of 1949, as amended, and 5 U.S.C. 5701 et seq.
 - b. The Department of Defense (DOD) shall follow the procedures established in the Military Traffic Management Regulation (AR 55-355/NAVSUP 4600.70/MCO P4600.14A/DLAR 4500.3).
 - c. Uniformed members of the Public Health Service; the National Oceanic and Atmospheric Administration; the U.S. Coast Guard; employees of the Judicial Branch of the Government; the U.S. Postal Service; Foreign Service Officers; cost reimbursable contractors working for the Government; and employees of any agency having independent statutory authority to prescribe travel allowances and who are not subject to

FPMR Temp. Reg. A-

5 U.S.C. 5701-5709 are exempt from the mandatory use of this contract. However, all exempt personnel are authorized and encouraged to obtain contract services when acceptable to the contract airline.

6. Applicability. The provisions of this regulation are mandatory for all official travel by air between the city-pairs listed in attachment A.

7. Carrier requirements. The contractor shall not be required to furnish services if, at the time of the request for services, the scheduled aircraft is fully booked, nor shall the contractor be required to furnish any additional aircraft to satisfy the transportation requirement. However, the contractor will provide the official Government traveler with the same services, including meals, as provided to its commercial passengers in scheduled jet coach service or better, subject to the rules and procedures published in the air carrier's tariffs on file with the Civil Aeronautics Board. The carrier will make reservations for Government travelers on the same basis as for regular coach service travelers and shall not discriminate in favor of the commercial traveler.

8. Procedures for obtaining service.

a. Contract air service shall be ordered by the issuance of Standard Form 1169, U.S. Government Transportation Request (GTR). If cash is used in the absence of a GTR under the provisions of FPMR 101-41.203-2, participating airline carriers may furnish contract fares at their option. If the contract carriers do not provide contract fares with the use of cash, the required service may be procured at the noncontract fare.

b. Agencies may obtain airline schedules and reservations for each specified city-pair through the use of the individual airline telephone number(s) listed in attachment A. When requesting reservations, the trip shall be identified as official Government business and the carrier's ticket agent shall be instructed to apply the appropriate contract fare. Agencies using teletype ticketing equipment should examine airline tickets to determine whether the correct contract fare has been applied. Improperly rated or fared tickets shall be canceled and new tickets shall be requested. Tickets picked up at airline ticket offices should be verified to ensure that the proper contract-air-class-of-service symbol is shown on the ticket.

c. When the contract carrier offers a fare to the general public between the city-pairs listed in attachment A which is lower than the contract fare, the ordering agency may elect to use such lower fare instead of the contract fare. These lower fares may be used provided they do not alter the position of the contractors with respect to their use in progressive order as specified in paragraph 8e.

d. Contract fares apply only between the cities named and are not applicable to or from intermediate points; however, the Government may use

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FPMR Temp. Reg. A-

the contract fare in conjunction with other published fares, including other contract fares. Under this provision, carriers will provide through ticketing and service.

e. Agencies shall request reservations from the contract airline offering the lowest contract fare for the appropriate city-pair, as shown in attachment A. If that carrier cannot provide the required service, the carrier(s) offering the next lower fare in progressive order shall be used. For example, carriers A and B offer service at \$65 and \$70 respectively. If carrier A cannot provide transportation service at \$65, carrier B will be requested to furnish service at \$70.

f. The use of connecting flights is encouraged where contract carriers do not provide through service and this connection produces lower transportation costs than direct flights using noncontract carriers. However, agencies are cautioned that lower transportation costs may be offset by increased travel costs, such as per diem, subsistence, allowable overtime, or lost productive time due to layovers. For example, if direct service from San Francisco, California, to Washington, DC, is not available from a contract carrier, a noncontract carrier may be used to the closest connecting city offering service (i.e., Salt Lake City, Utah; Denver, Colorado; or Los Angeles, California); then, a contract carrier may be used to Washington, DC. In these cases, when making reservations with a noncontract carrier, the ticket agent should be advised of the portion(s) of the trip that will be taken at the reduced contract fare.

g. If service by contract carriers is provided at different airports but still between the same city-pair listed in attachment A, the lowest overall cost, including the contract fare, lost productive time, and ground transportation will determine which carrier will be used.

9. Class of service identification. The contract air class of service designated by each contract carrier as shown in attachment A shall be shown on all Standard Forms 1169, U.S. Government Transportation Request, and airline tickets.

10. Airline service using noncontract carriers instead of contract carriers.

a. Heads of agencies may delegate authority to authorize or approve the use of noncontract air carriers when justified under the conditions listed in paragraph b, below. This authority shall be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances of the travel assignment and to ensure compliance with this regulation.

b. Justification for the use of air carriers other than those shown in attachment A is limited to the following conditions, which shall be

DRAFT**FPMR Temp. Reg. A-**

certified on individual travel orders or vouchers by the authorizing official:

- (1) Airline seating capacity on any scheduled flight of the contract carrier is not available in sufficient time to accomplish the purpose of the travel, or the use of the carrier's flight would require additional overnight lodging;
- (2) The scheduled flight of the contract carrier is not compatible with the agency policies and practices regarding travel during regularly scheduled workhours. (For further information, see the Federal Personnel Manual, Supplement 990-2);
- (3) On the basis of a comparison of total costs for each individual trip, the use of a standard class jet coach (Y class) airline fare in existence on October 15, 1980, is less costly to the Government, considering such factors as actual transportation cost, subsistence, allowable overtime, or lost productive time; or
- (4) Exigency or other requirements of the mission necessitate the use of another airline carrier or mode of transportation.

11. Collective agreements. This regulation shall not be interpreted to nullify any valid, negotiated agreement between management and a union covering any provision of employee travel in effect on the effective date of this regulation. Upon the expiration of agreements exempted, the provisions of this regulation shall apply.

12. Comments. Comments and recommendations concerning the use of this regulation and its provisions may be submitted to the General Services Administration, Office of Transportation and Travel Management (TT), Washington, DC 20406.

13. Cancellation. FPMR Temporary Regulation A-15, dated June 30, 1980, is canceled December 31, 1980.

14. Effect and other directives. In supplement 10, FPMR Temporary Regulation A-11, all references to A-15 shall be changed to A- .

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FPMR Temp. Reg. A-
Attachment A

<u>City-Pairs (between)</u>	<u>Lowest standard Y class jet coach fare (As of October 15, 1980)</u>	<u>Contract fare and airline (See note:)</u>
<u>WASHINGTON, DC; and:</u>		
Chicago, IL	\$107	\$ 79 - ML 100 - NW
Dallas-Ft. Worth, TX	206	125 - TI 158 - BN
Houston, TX	208	113 - BN 125 - TI
Kansas City, MO	139	131 - ML
Memphis, TN	150	140 - BN
Miami, FL	153	119 - QH
New Orleans, LA	183	128 - TI
New York, NY	58	29 - NS 40 - NW 42 - BN
Oklahoma City, OK	228	171 - TI 200 - BN
Phoenix, AZ	302	272 - BN
Salt Lake City, UT	297	229 - BN
San Antonio, TX	228	145 - TI 168 - BN
St. Louis, MO	119	114 - ML 120 - OZ
Tucson, AZ	310	279 - BN

DRAFTFPMR Temp. Reg. A-
Attachment A

<u>City-Pairs (between)</u>	<u>Lowest standard Y class jet coach fare (As of October 15, 1980)</u>	<u>Contract fare and airline (See note:)</u>
<u>CHICAGO, IL; and:</u>		
Cleveland, OH	\$ 69	\$ 53 - ML
Detroit, MI	89	44 - ML
Kansas City, MO	89	68 - ML 88 - BN
Oklahoma City, OK	160	137 - BN
St. Louis, MO	55	46 - ML
<u>DALLAS/FT. WORTH, TX; and:</u>		
Albuquerque, NM	139	52 - TI
Atlanta, GA	151	127 - BN
El Paso, TX	139	52 - TI
Houston, TX	36	23 - QH 24 - BN
Little Rock, AR	85	59 - TI
New Orleans, LA	104	52 - TI 53 - BN
Oklahoma City, OK	52	34 - BN 35 - TI
Denver, CO/Salt Lake City, UT	96	40 - BN 59 - TI
Kansas City, MO/St. Louis, MO	88	55 - OZ
Las Vegas, NV/Reno, NV	53	36 - BN
Miami, FL/Ft. Myers. FL	53	40 - QH

DRAFTFPMR Temp. Reg. A-
Attachment A

<u>City-Pairs (between)</u>	<u>Lowest standard Y class jet coach fare (As of October 15, 1980)</u>	<u>Contract fare and airline (See note:)</u>
<u>SAN ANTONIO, TX; and:</u>		
Dallas-Ft. Worth, TX	75	35 - TI 36 - BN
Detroit, MI	215	194 - BN
Los Angeles, CA	201	141 - BN
New York, NY	263	236 - BN
Philadelphia, PA	254	227 - BN
St. Louis, MO	158	104 - TI
<u>SAN FRANCISCO/OAKLAND, CA; and:</u>		
Los Angeles, CA	53	39 - WO
Seattle/Tacoma, WA	131	73 - AS
<u>SEATTLE/TACOMA, WA; and:</u>		
Anchorage, AK	184	108 - AS
Los Angeles, CA	172	99 - NW
Portland, OR	40	25 - BN 26 - NW
Spokane, WA	66	49 - NW
Tucson/Phoenix, AZ	45	27 - BN

Note: Service shall be requested first from the carrier offering the lowest fare; then, the carrier offering the next lowest fare, etc.

Because of economic conditions, the Standard Industry Fare Level (SIFL), as provided by the Civil Aeronautics Board, may be increased or decreased during the period of this contract. The contract fare, which reflects the SIFL, will be adjusted to reflect the percentage change.

DRAFT

FPMR Temp. Reg. A-
Attachment A

CONTRACT AIRLINE CODES, NAMES, AND RESERVATION
TELEPHONE NUMBERS

AS ALASKA AIRLINES, INC

TOLL FREE

Continental U.S.	(800) 426-0333
State of Alaska	(800) 426-7464
State of Washington	(800) 552-0670

COMMERCIAL

Anchorage, AK	(907) 243-3300
San Francisco/Oakland, CA	(415) 931-8888
Seattle/Tacoma, WA	(206) 433-3100

BN BRANIFF AIRWAYS, INC.

TOLL FREE

Continental U.S., except State of Texas	(800) 527-2600
State of Texas, except Dallas/Ft. Worth, TX	(800) 492-2950

COMMERCIAL

Dallas, TX	(214) 357-5421
Ft. Worth, TX	(817) 335-5818

ML MIDWAY AIRLINES, INC.

TOLL FREE

Continental U.S., except Illinois	(800) 621-5700
State of Illinois, except Chicago, IL	(800) 572-5688

COMMERCIAL

Chicago, IL	(312) 471-4710
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FPMR Temp. Reg. A-
Attachment A

CONTRACT AIRLINE CODES, NAMES, AND RESERVATION
TELEPHONE NUMBERS (continued)

NS NEW YORK AIR

TOLL FREE

Continental U.S., except New York City (800) 552-5555

COMMERCIAL

New York City (212) 476-5666

NW NORTHWEST AIRLINES, INC.

TOLL FREE

Continental U.S., except Minneapolis, MN (800) 328-7120

COMMERCIAL

Minneapolis, MN (612) 726-1234

OZ OZARK AIRLINES, INC.

COMMERCIAL

Kansas City, MO (816) 471-7383
St. Louis, MO (314) 739-1111
Washington, DC (202) 347-4744

QH AIR FLORIDA, INC.

TOLL FREE

Continental U.S., except Florida (800) 327-2971
State of Florida (800) 432-4538

DRAFT

FPMR Temp. Reg. A-
Attachment A

CONTRACT AIRLINE CODES, NAMES, AND RESERVATION
TELEPHONE NUMBERS (continued)

QH AIR FLORIDA, INC. (continued)

COMMERCIAL

Dallas/Ft. Worth, TX	(214) 988-0981
Houston, TX	(713) 621-3700
Miami, FL	(305) 592-8010
Washington, DC	(202) 783-3590

TI TEXAS INTERNATIONAL AIRLINES, INC.

TOLL FREE

Continental U.S., except Texas	(800) 231-0666
State of Texas	(800) 392-6838

COMMERCIAL

Albuquerque, NM	(505) 842-5810
Denver, CO	(303) 892-1900
Dallas/Ft. Worth, TX	(214) 268-2300
El Paso, TX	(915) 533-7011
Houston, TX	(713) 821-2100
Little Rock, AR	(501) 376-3333
New Orleans, LA	(504) 581-2965
Oklahoma City, OK	(405) 236-5058
Salt Lake City, UT	(801) 364-4383
San Antonio, TX	(512) 225-5805
St. Louis, MO	(314) 241-7205
Washington, DC	(202) 347-4777

WO WORLD AIRWAYS, INC.

TOLL FREE

Continental U.S. except California	(800) 227-2297
State of California	(800) 772-2643

COMMERCIAL

Los Angeles, CA	(213) 646-9404
San Francisco/Oakland, CA	(415) 577-2500

Relocation Allowances

This paper supplements the Fact Sheet "Per Diem and Relocation Allowances" dated September 22, 1980.

On September 25, 1980, representatives of TPUS and the Office of Personnel Management (OPM) met with the Administrator to review what had been accomplished and receive policy guidance. In general, the guidance from the Administrator was to proceed with the revisions aiming for fairness to employees and compatibility with the private sector.

The 13 regulatory changes shown below will be put through the regulatory rulemaking process beginning as soon as possible. The 13 statutory changes will be forwarded to OMB by Friday, October 10, to assure inclusion in this year's legislative package. (One statutory change has been added since the preparation of the September 22, 1980, Fact Sheet.)

Regulatory Changes:

1. Raise mileage reimbursement rate to reflect current airfares.
2. Increase from 6 to 10 the number of days allowed to find a new residence.
3. Allow for separate residence finding trips for employee and spouse.
4. Allow full per diem for all employees during the first 10 days in temporary quarters.
5. Permit what will ultimately become permanent quarters to be treated as temporary quarters under certain circumstances. (For example, if the employee must rent furniture or eat at commercial establishments.)
6. Authorize an additional year, for a total of 3 years, to current time limitations for settlement of sale or purchase of residence.
- 7a. Increase the maximum reimbursement limitation for the sale of an employee's residence from \$8,000 or 10 percent of the sale price to \$15,000 or 10 percent of the sale price, whichever is less.

- 7b. Increase the maximum reimbursement limitation for the purchase of a new residence from \$4,000 or 5 percent of the price to \$5,000 or 5 percent, whichever is less.
8. Allow reimbursement of the loan origination fee incurred when purchasing a new residence.
9. Establish a single maximum weight for shipment of household goods regardless of family status of the employee.
10. Increase the allowance for 60 days storage of household goods to 90 days with an additional 90 days allowed if necessary.
11. Increase the flat rate miscellaneous expense reimbursement.
12. Permit reimbursement for costs incurred in severing a contract for special education or institutional care.
13. Adjust the mileage reimbursement rate for transporting mobile homes.

Statutory Changes:

1. Set mileage reimbursement rates for permanent change of station on the same basis as mileage rates for temporary duty.
2. Allow actual expense reimbursement when travel to find a new residence is to a high rate geographical area.
3. Set POV mileage reimbursement rates for travel to find a new residence on the same basis as mileage rates for temporary duty.
4. Allow reimbursement for two househunting trips by employee and spouse. Presently, one is permitted.
5. Increase maximum time allowed for an employee to utilize temporary quarters from the current 30 days to 60 days. The second 30 days would be at agency discretion.
6. Permit advance of funds based on potential reimbursement to employee once a contract for residence sale or purchase is obtained.
7. Increase the maximum weight limitation for shipment of household good and personal effects from 11,000 pounds to 18,000.

8. Delete use of the commuted rate method of reimbursement for shipment of household goods and authorize reimbursement based on actual expense.
 9. Make application of Military Personnel and Civilian Claims Act mandatory for all agencies.
 10. Authorize nontemporary storage of household goods under certain circumstances.
 11. Increase the maximum for reimbursement of unitemized miscellaneous expenses to 2 weeks basic pay. Remove the distinction between employees with and those without immediate families.
 12. Separate the household goods allowance from the expense of moving a mobile home.
 - 13.* Authorize shipment of one privately owned automobile within the conterminous United States for those cases where driving the vehicle would cause hardship.
- * Added to the original set of proposed statutory changes after discussions with OPM.

Prepared by:

W. F. McDADE
Director, Federal Travel
Management Division

GSA Fact Sheet: Lodging Tax Exemption Forms

Generally, the United States Government is constitutionally immune from payment of state and local taxes when payment for goods or services is direct. However, this immunity is not applicable when the employee incurs such taxes on lodging or other subsistence expenses during official travel and is later reimbursed for these expenses. The Federal Government is exempt from state and local taxes in such cases only when the individual state or local tax authority specifically grants an exemption to the Federal Government or to the employee as a representative of the Federal Government.

There are certain state and local Governments (i.e., New York, City of Norfolk, Virginia, etc.) which do offer specific exemptions to Federal employees for state and/or local occupancy taxes on lodging. These authorities require presentation of prescribed state or municipal exemption certificate forms. Due to differing requirements of the various state and local tax authorities, each and every tax statute and regulation would have to be reviewed on a nationwide basis to determine all applicable exemptions available to Government employees if GSA were to provide these forms to employees. The administrative cost to initiate, maintain and monitor such a program and to stock and distribute the necessary state and/or local tax exemption certificate forms would be prohibitive.

Prepared by
Larry Tucker
TTT
x 275-0651

November 12, 1980

ly to Reports and Procedures Branch (TACP), Office of Transportation Audits
n of: Transportation and Public Utilities Service, General Services Administration

ject: Revision of FPMR Temporary Regulation G-43, "Use of cash to procure Emergency
Domestic Passenger Transportation Services costing more than \$100," to permit
delegation of approving authority

: Members of the Interagency Committee on Traffic Management

Proposals have been received from several Federal Agencies which would authorize
agency heads to redelegate authority to approve use of cash to procure emergency
domestic passenger transportation services costing more than \$100. We have in-
corporated these proposals in a change to Temporary Regulation G-43.

The following are attached as enclosures for your information:

- (1) Copy of the current FPMR Temp. Reg. G-43.
- (2) Copy of the proposed revision to the FPMR to permit the delegation of
authority.

It is requested that you examine the proposed revision for discussion purposes.
Your comments and/or concurrences are solicited and a response, in writing to
John W. Sandfort, Chief, Reports and Procedures Branch, Office of Transportation
Audits, is requested not later than November 26, 1980.

Thomas P. Wolf

THOMAS P. WOLF
Assistant Commissioner
Office of Transportation Audits

2 Enclosures

Approved For Release 2003/06/26 : CIA-RDP84B00890R000800100021-8

Expiration date. This regulation expires on April 1, 1982, unless revised or superseded.

4. Applicability. This regulation applies to heads of all Government agencies that are subject to the audit authority of GSA under 31 U.S.C. 244.

5. Background. The General Services Administration has authority for the audit and adjustment of payments to carriers and forwarders furnishing transportation for the account of the United States and for prescribing uniform procedures and transportation-related forms governing the accounting of these payments. SF 1169, U.S. Government Transportation Request (GTR), is used for the procurement of passenger transportation services. However, § 101-41.203-2 grants to agencies the option of requiring travelers to use cash instead of GTR's where the passenger transportation services cost more than \$100 but do not exceed \$100 for each authorized trip.

6. Revised policy. a. The policy and procedures in § 101-41.203-2(a) are amended by adding after the last sentence, the following:

"Under emergency circumstances, where the use of GTR's is not possible, heads of agencies may authorize travelers to exceed the \$100 limitation when procuring passenger transportation services. To justify the use of cash in excess of \$100 instead of GTR's when procuring passenger transportation services, both the Government agency head and the traveler will certify on the travel voucher the reasons for this use."

b. Section 101-41.203-2(c) is amended to require the retention of travel vouchers at the site for audit purposes as follows:

"(c) Travelers using cash to purchase individual passenger transportation services shall procure these services direct from carriers and shall account for those expenses on their travel vouchers, furnishing passenger coupons or other evidence as appropriate in support thereof. Moreover, travelers shall assign to the Government the right to recover any excess payments involving carriers' use of improper rates. That assignment is preprinted on the travel voucher and shall be initialed by the traveler. Travel vouchers shall be maintained in the agency to be available for site audit by GSA auditors. General Records Schedule 9, Travel and Transportation Records (see § 101-11.404-2), provides instructions for the disposal of these travel vouchers."

7. Authority limited to agency heads. Authority for authorizing and approving the use of cash in excess of \$100 for the procurement of emergency

services shall be retained by the agency head, or his or her deputy, and shall not be redelegated.

8. Requirements. Authorization for the use of passenger transportation services costing more than \$100 shall be made in advance of the actual travel unless emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler shall obtain written approval from the agency head, or his or her deputy, at the earliest practicable time.

9. Employee responsibility and documentation. Travelers shall certify on their travel vouchers the reason for their use of cash in excess of \$100 for the procurement of passenger transportation services. Specific authorization or approval shall be stated on the travel voucher and retained for the record. In the absence of specific authorization or approval, the traveler shall be responsible for all additional costs involved for this travel, such as the use of foreign-flag carriers, first-class travel, or more costly modes.

10. Effect on other directives. When the provisions of this regulation are in conflict with other regulations and related directives, the provisions of this regulation will govern.

Ray Kline,

Acting Administrator of General Services.

(FR Doc. 80-15672 Filed 8-25-80; 8:45 am)

BILLING CODE 6325-AM-4

41 CFR Ch. 101

[FPMR Temp. Reg. G-43]

Use of Cash To Procure Emergency Domestic Passenger Transportation Services Costing More Than \$100

AGENCY: Transportation and Public Utilities Service, General Services Administration.

ACTION: Temporary regulation.

SUMMARY: This regulation grants authority to Federal agency heads to allow the use of cash for the procurement of emergency domestic passenger transportation services exceeding \$100 instead of using Standard Form 1169, U.S. Government Transportation Request (GTR).

DATES: Effective date: August 29, 1980. Expiration date: April 1, 1982.

FOR FURTHER INFORMATION CONTACT: Thomas P. Wolf, Assistant Commissioner, Office of Transportation Audits (202-275-3466).

SUPPLEMENTARY INFORMATION: The General Services Administration has determined that this regulation will not impose unnecessary burdens on the economy or on individuals and, therefore, is not significant for the purposes of Executive Order 12044.

(Sec. 205(c), 53 Stat. 390; 40 U.S.C. 485(c))

In 41 CFR Chapter 101, the following temporary regulation is added to the appendix at the end of Subchapter G, to read as follows: August 8, 1980.

Federal Property Management Regulations—Temporary Regulation G-43

To: Heads of Federal agencies.

Subject: Use of cash to procure emergency domestic passenger transportation services costing more than \$100.

1. Purpose. This regulation provides policy and procedures revising § 101-41.203-2 to allow the use of cash for the procurement of emergency transportation services costing more than \$100 instead of using Standard Form 1169, U.S. Government Transportation Request (GTR).

2. Effective date. This regulation is effective upon publication in the Federal Register.

Approved For Release 2003/06/26 : CIA-RDP84B00890R000800100021-8

CHAPTER 101--FEDERAL PROPERTY MANAGEMENT REGULATIONS

SUBCHAPTER G--TRANSPORTATION AND MOTOR VEHICLES

APPENDIX--TEMPORARY REGULATIONS

(FPMR Temp. Reg. G-)

USE OF CASH TO PROCURE EMERGENCY DOMESTIC PASSENGER TRANSPORTATION

SERVICES COSTING MORE THAN \$100

AGENCY: Transportation and Public Utilities Service, General Services Administration.

ACTION: Temporary regulation.

SUMMARY: This regulation grants authority to Federal agency heads to allow the use of cash for the procurement of emergency domestic passenger transportation services exceeding \$100 instead of using Standard Form 1169, U.S. Government Transportation Request (GTR).

DATES: Effective date:

Expiration date:

FOR FURTHER INFORMATION CONTACT: John W. Sandfort, Chief, Reports and Procedures Branch, Office of Transportation Audits (2020-275-0664).

SUPPLEMENTARY INFORMATION: The General Services Administration has determined that this regulation will not impose unnecessary burdens on the economy or on individuals and, therefore, is not significant for the purposes of Executive Order 12044. FPMR Temp. Regulation G-43 (45 FR 56807, Aug. 26, 1980) is canceled and deleted from the appendix at the end of subchapter G in 41 CFR Chapter 101.

(Sec. 205(c), 63 Stat. 390; 40 U.S.C. 436(c))

In 41 CFR Chapter 101, the following temporary regulation is added to the appendix at the end of subchapter G, to read as follows:

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GENERAL SERVICES ADMINISTRATION
Washington, D. C. 20405

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION G-

TO: Heads of Federal agencies

SUBJECT: Use of cash to procure emergency domestic passenger
transportation services costing more than \$100

1. Purpose. This regulation provides policy and procedures revising § 101-41.203-2 to allow the use of cash for the procurement of emergency transportation services costing more than \$100 instead of using Standard Form 1169, U.S. Government Transportation Request (GTR).
2. Effective date. This regulation is effective upon publication in the Federal Register.
3. Expiration date. This regulation expires on April 1, 1982, unless sooner revised or superseded.
4. Applicability. This regulation applies to heads of all Government agencies that are subject to the audit authority of GSA under 31 U.S.C. 244.
5. Background. The General Services Administration has authority for the audit and adjustment of payments to carriers and forwarders furnishing transportation for the account of the United States and for prescribing uniform procedures and transportation-related forms governing the accounting of these payments. SF 1169, U.S. Government Transportation Request (GTR), is used for the procurement of passenger transportation services. However, § 101-41.203-2 grants to agencies the option of requiring travelers to use cash instead of GTR's where the passenger transportation services cost more than \$10 but do not exceed

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\$100 for each authorized trip.

6. Revised policy.

a. The policy and procedures in § 101-41.203-2(a) are amended by adding after the last sentence, the following:

"Under emergency circumstances where the use of GTR's is not possible, heads of agencies, or their designated representatives, may authorize travelers to exceed the \$100 limitation when procuring passenger transportation services. To justify the use of cash in excess of \$100 instead of GTR's when procuring passenger transportation services, both the Government agency head, or his or her designated representative, and the traveler will certify on the travel voucher the reasons for this use."

b. Section 101-41.203-2(c) is amended to require the retention of travel vouchers at the site for audit purposes as follows:

"(c) Travelers using cash to purchase individual passenger transportation services shall procure these services direct from carriers and shall account for those expenses on their travel vouchers, furnishing passenger coupons or other evidence as appropriate in support thereof. Moreover, travelers shall assign to the Government the right to recover any excess payments involving carriers' use of improper rates. That assignment is pre-printed on the travel voucher and shall be initialed by the traveler. Travel vouchers shall be maintained in the agency to be available for site audit by GSA auditors. General Records Schedule 9, Travel and Transportation Records (see § 101-11.404-2), provides instructions for the disposal of these travel vouchers."

7. Approving authority. Authority for authorizing and approving the use of cash in excess of \$100 for the procurement of emergency transportation services shall be exercised by the agency head, or his or her designee, as delegated. For ease of administration, heads of agencies may delegate the authority provided such delegation is held to as high and administrative level as practicable to ensure adequate consideration and review of the circumstances.
8. Requirements. Authorization for the use of passenger transportation services costing more than \$100 shall be made in advance of the actual travel unless emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler shall obtain written approval from the agency head, or other authorizing official as delegated, at the earliest practicable time. Such delegations of authority shall be made in writing and copies retained to permit monitoring of the system. These records of delegations of authority will be available for examination by GSA auditors.
9. Employee responsibility and documentation. Travelers shall certify on their travel vouchers the reason for their use of cash in excess of \$100 for the procurement of passenger transportation services. Specific authorization or approval shall be stated on the travel voucher and retained for the record. In the absence of specific authorization or approval, the traveler shall be responsible for all additional costs involved for this travel, such as the use of foreign-flag carriers, first-class travel, or more costly modes.
10. Effect on other directives. When the provisions of this regulation are in conflict with other regulations and related directives, the provisions of this regulation will govern.